

CALL TO ACTIVE DUTY (CAD) CHECKLIST

Rank _____ Name _____ Current Branch _____

* When assembling your application, ensure all required/applicable documents are provided, as well as assembled according to this checklist or your request will be returned without action. When submitting your CAD application, submit it .PDF format to the following email address usarmy.knox.hrc.mbx.opmd-cad-officer@mail.mil.

Tab A. Required Documentation for Initial Application (*All LTs, CPTs, and MAJs identified in this MILPER message should submit an application with all TAB A Required Documentation NLT 31 MARCH 2017*)

- ☐ 1. Current active duty orders (ADOS / mobilization if warranted).
- ☐ 2. Applicants must submit DA Form 160-R, Application for Active Duty.
- ☐ 3. Current DD Form 2808, and DD Form 2807-1, or copy of "Individual Medical Readiness" printout from MEDPROS. Applicants who were last examined more than 18 months before the expected date of entry on AD must undergo a Chapter 3, physical examination, and evaluation per AR 40-501. If age 39 1/2 at time of submission of application, must have an over 40 medical examination.
(<https://medpros.mods.army.mil/medpros/MyMedicalReadiness/medical.aspx>)
- ☐ 4. Persons scheduled for continued Aviation Duty must meet the medical fitness standards of AR 40-501, Chapter 4, Class II Flight Physical (with U.S. Army Aeromedical Center "Qualified" stamp), within 12 months or a copy of the most recent Class II flight physical and a current DD Form 2992 indicating officer is qualified for full flying duty (FFD).
- ☐ 5. Applicants must provide verification that a non-reactive HIV test has been taken within the two years prior to the start date of active duty. A military installation or DOD contractor must administer test.
- ☐ 6. Statement of security clearance from a security manager stating clearance level, date final clearance granted, type of investigation conducted, and date background investigation completed or confirmation of clearance initiation or completed national agency check. This statement is separate from the SF 86.
- ☐ 7. If the clearance date was granted more than nine years ago for Secret, or four years for Top Secret, then an electronic SF 86 (Questionnaire for National Security Positions) must be submitted. Submit hardcopy SF 86 with the signed authorization forms for medical and personnel information. The Defense Security Service (DSS) has mandated the use of the electronic personnel security questionnaire (EPSQ). Download the EPSQ from the security homepage at

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<http://www.dss.mil>. If technical assistance is needed, contact DSS customer service at (888) 282-7682 or email EPSQ questions to: <http://www.dss.mil>.

- ☐ 8. Copy of all DD Forms 214 or NGB forms 22.
- ☐ 9. Copy of most current promotion order (ARNG-federal recognition order; USAR-promotion letter).
- ☐ 10. Copy of DA Form 705 signed by a Senior NCO (SFC or above) or officer (cannot be signed by applicant), dated within six months of application accompanied with body fat content worksheet (DA Form 5500-R or DA Form 5501-R) if warranted as outlined in AR 600-9.
- ☐ 11. Current NGB form 23 (retirement credit record, for ARNG personnel) or DA Form 5016 (Chronological Statement of Retirement points, for USAR personnel).
- ☐ 12. All service school academic evaluation reports (DA Form 1059).
- ☐ 13. Copy of transcripts indicating college/university, degree conferred, and year graduated.
- ☐ 14. Officer evaluation reports (last 5 if applicable).
- ☐ 15. Chronological listing of all civilian and/or military employment and degree of responsibility at each position.
- ☐ 16. Official military photo (within last 12 months) is mandatory for CW3, CW4, CPT, and MAJ (optional for WO1, CW2, 2LT, and 1LT). A full body photo (within last 12 months) is mandatory for WO1, CW2, 2LT, and 1LT (DA photo preferred).
- ☐ 17. Company Grade Officers shall submit a Letter of Recommendation from one LTC (O5) or above.
- ☐ 18. Field Grade Officers shall submit a Letter of Recommendation from one COL (O6) or above.

Tab B. Required Documentation to complete Initial Application (*All LTs, CPTs, and MAJs identified in this MILPER message should submit an application with all TAB B Required Documentation NLT 31 MAY 2017*)

- ☐ 1. CAD conditional release request, in memorandum format, through your chain of command to the approving authority (except for IRR, IMA, and AGR).
- ☐ 2. DD Form 368 from your TAG or your USARC Operational, Functional, Training, or Support (OFTS) Command, GO Commanders for USAR TPU

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Soldiers, or their designated representative (except for IRR, IMA, and AGR). If designated representative, need delegation of authority orders to accompany DD Form 368.

- ☐ 3. Applications from USAR and ARNG AGR officers (USC Title 10 & 32) need conditional release from their current active duty unit CDR thru/to BDE CDR to include concurrence from their respective HRC Career AGR Manager.